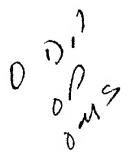
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11 October 1983

O: (Name, office building, Age	Initials	Date		
.Records	Management Officer,	DDA		
2.				
3.		,		
l.				•
S.				
Action	File	Note	Note and Return	
Approval	For Clearance	Per Conversation		
As Requested	For Correction	Prepare Reply		
Circulate	For Your Information			
Comment	mment Investigate S		Signature	
Coordination	Justify -			

REMARKS



DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

STAT	Post)	Room No.—Bldg.
Chief, OC/OL/IMC		Phone No.
STAT		

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## ADMINISTRATIVE-INTERNAL USE ONLY

OC/OL/IMC-M83-060 11 October 1983

		·
STAT	MEMORANDUM FOR:	Records Management Officer, DDA
STAT	FROM:	
		Chief, Information Management Center, OC/OL
•	SUBJECT:	Annual Records Inventory
STAT	Attached is Communications	s the annual records inventory for the Office of for FY-83.
	Attachment: As	stated

ADMINISTRATIVE-INTERNAL USE ONLY

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ANNUAL REPORT OF RECORDS HOLDINGS				NOTE: SHOW ALL VOLUME IN CUBIC FEET USING THE CONVERSIONS FURNISHED ON THE FRONT AND BACK OF THIS FORM.		
Γ0:				FROM:	(Directorate and Office)	
Chief, Record	s Syste	ems Branch,	RMD	DDA	//OC .	
1. OFFICE FILES: Correspondence, Cases, Etc.  LINEAR FEET 2320						CUBIC FEET
2. CARD-SIZE FILES: Indexes, Tab Cards, Others.  DO NOT include microforms.						. 0
ODD-SIZE MATERIAL:	Maps, Photo Movie Film,	graphs, Charts, Etc.		,	51	51
. REFERENCE MATERIA	L: Library b Manuals,	ooks, Catalogs, Etc.,			2627	2627
S. MAGNETIC RECORDS	Computer Tapes		NUMBER 1142		//////////////////////////////////////	163
	Audio Tapes		13	28	//////////////////////////////////////	66
	Video Tap	es	2186		//////////////////////////////////////	312
	Disc Pack	s .	54		////////////////////////////////////	27
	Word Processing Magnetic Tapes			0	//////////////////////////////////////	0
	Word Processing Magnetic Cards		/////	//////////////////////////////////////	78 ÷ 6 =	13
:	Magnetic Diskettes 5 ½ ''		1///	/////// ///////	0 ÷ 5 =	0
	Magnetic Diskettes 8''		////	/////// ///////	241 ÷ 2 =	120
1	Paper Tape	s (on reels)	,	0 ·	//// ÷ 72 = ///	0
RECORDS	Reels	NUMBER (16mm)  O	21	3ER (35mm) 26	$16 \text{mm} \div 84 = //$ $35 \text{mm} \div 54 = //$	39
	Aperture C	ards	////	/////	8 ÷ 6 =	1
·	Microfiche	///////////////////////////////////////		23 ÷ 6 =	4	
. TOTAL VOLUME ON H of Reference	AND (1 through materia	h 6) *This in 1 which cam	cludes e unde	OC/ED-L r OC con	Library 707 Feet	5459 *
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR			4415			
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE  DECREASE				1044		
0. VOLUME DESTROYED	WITHIN OF	FICES DURING CURRE	NT FISCAL	YEAR		687

STAT

FORM 12-81 3581 OBSOLETE PREVIOUS

11 Oct. 83

Federal Property Management Regulations require that each Federal agency submit to the National Archives and Records Service a yearly summary report of its record holdings.

## INSTRUCTIONS

Certain conversion rates have been incorporated into the inventory form adjacent to the items for ready reference. The following are additional conversions needed for other items listed.

	EQUALS ONE CUBIC FOOT
Letter and legal files	l linear foot
Map Cabinet	1/2 drawer
3 x 5 Cards	10 linear feet
4 x 6 Cards	6 linear feet
5 x 8 Cards	4 linear feet

Measurement should be as simple as possible; figures rounded to the nearest half-foot are adequate. If you find it necessary to measure to the nearest inch, however, submit measurements in tenths of a foot, using the following standard:

]"=.]	2"=.2	3"-4"=.3	5"4	6"=.5
7"=.6	8"=.7	9"-10=.8	11"=.9	12"-1.0